**** DRAFT **** **(please get comments to Keith by Fri 5/1)**

April 24, 1992

Fr: Keith Jordan
To: Jon
cc: JB, Jonathan, Howard, Richard N., Robin B., bulletin board
Re: Proposal for Editorial Roles and Budgeting for WER #77
(Staff-Edited Issue)

Editorial Division of Labor

As decided at the last staff meeting, JB met with Richard N., Jonathan & Robin to work out an arrangement for his becoming coordinating editor for issue #77.

My understanding is that he will take the role of soliciting and developing staff contributed material, will work with the regular Editorial/Production Staff to organize that material and supplement it with other already available material, and will perform the Editor's role of overseeing the process of turning all of this into an issue of WER.

JB will be the final arbiter of disagreements on content (including cover), though there is an understanding that the overall goal is to let the combined influence/opinion of contributing staff members determine the tone and content of the issue.

This job is understood to be somewhat less work than the normal Editor's role for an issue since JB will not have to put in the usual work of soliciting and developing a whole issue's worth of material from scratch.

(Note: JB will be out of town from approximately May 11 to June 11 -- though his absence may be later and/or longer. Jonathan and JB will need to schedule work on issue #77 accordingly.)

Budgeting

Normal issue budget for Editor and Contributors:

$6,250	Editor
$7,000	Contributors

$13,250	Total

1) The Editor's pay is on a contract basis, with no payroll taxes, benefits, etc. paid by Whole Earth.

2) Contributors include all article and review payments (authors, illustrators, photographers, "suggestors") and all cover art payments. This budget is overseen by the Managing Editor, with assistance from the Editor and the Editorial Asst.

Proposed Budget for #77:

$4,150	J. Baldwin
$7,000	Contributors
$500	Meetings pay for non-editorial staff
$1,600	For additional expenses

$13,250	

3) JB will be working on a contract basis, as does Howard. $4,150 is approximately two-thirds of what Howard gets paid per issue. JB will be paid in a series of installments, details yet to be worked out.

4) Contributors budget is the same as normal. JB and Jonathan will plan to pay as normal for contributions, even though many/most will be coming from staff members.

4) Edit/Prod staff members will perform their normal responsibilities in the normally budget time. Their involvement in general planning, etc. for the issue should be covered in this normally budgeted time.

5) A key guideline in people's participation in this project is that work on articles and reviews for the issue that is not a normal part of someone's work will be compensated for by contributor payments -- and not by hourly payments billed to either editorial or to one's regular department.

6) Recognizing the limited budget available, non-Edit/Prod staffers who choose to participate in planning meetings for the staff-edited issue will be compensated for their time with a one-time payment of approximately $75.00-$100, to be paid at the end of the project.

7) The amount budgeted "For additional expenses" is available to pay for extra editorial time as needed (such as having Richard Nilsen spend time above his norm on helping edit staff written articles for the issue). Whatever of this amount is unspent at the end of the project will be divided up on a proportional basis among the staff members contributing to the issue.